



Tips for A Winning Resume

The Civilian Hiring and Recruitment Tool (CHART) utilizes a resume builder to assist applicants in applying for Navy jobs. The resume builder can be found at <https://chart.donhr.navy.mil>.

TIP #1 – USE THE RESUME BUILDER! While mailed in resumes are accepted, you can better ensure all requirements are met by using the resume builder.

Tip #2 - Failure to follow instructions can lead to a quick rejection of your resume. READ and follow all instructions. Ensure your resume is complete and includes all required data, e.g., vacancy announcement number, completed additional data sheet (ADS), etc.

Tip #3 - Follow format requirements. Do not include fancy fonts or formats.

- Use 1 inch margins
- Use 10 or 12 pitch font (Courier or Times New Roman)
- Be on 8.5 x 11 inch white paper if submitted in hard copy
- Do not use graphics, boxes, and symbols
- Do not use underline, shadow, italicize, or bold print

Tip #4 - Include current contact information. We can't make a job offer if we can't get in touch with you. If your information changes, update your active resume on file.

Tip #5- Select ONLY the geographic locations in which you are truly interested in working. Select ALL the geographic locations for which you desire consideration. Managers detest contacting an applicant only to hear them say, "I'm not interested in that location." Also, you must select all of the locations in which you are interested on the additional data sheet, including your own, to ensure your resume is pulled for any vacancies at those sites.

Tip #6 - To avoid loss of consideration for a job, know the status of your resume within the system. You can only have one resume on file at a time. A new resume replaces the old resume on file for any job. Changes in information can affect consideration and qualification for positions. Submit a new Resume when your duties and responsibilities or the organization information has changed. Review the new resume carefully before it is submitted! Your resume remains active for one year. You must extend or file a new resume if you want to continue to be considered. A resume becomes unavailable/inactive if it is (1) more than one year old, (2) you are hired or promoted permanently into a position via a CHART certificate, (3) you leave the Region, (4) you request removal of your resume, or (5) If we are unable to reach you by phone or mail because you failed to update your personal information, your resume will be made unavailable.

Tip #7 – Save frequently while inputting. Some applicants get timed out by their internet service providers before they finish their resumes and the info is not saved.

Tip #8 – Be sure to resubmit your updated resume. Many applicants update their resumes, save the edits but fail to actually submit the resume to the system. To submit the updated resume, you must first go to Search for Jobs. Locate and open the announcement you want to apply on and then click the Apply Now button located at the bottom of the announcement. Read the Apply Now message. To submit your resume for the job, use the Go to My Resume link. This will take you back to your My Resume Home Page, where, you will then see a Submit Button located underneath the Preview Button. Click that button to submit your new resume for the job.

Tip #9 - List only recent, relevant training. In this system, training courses are identified as skills. The system identifies the first 500 skills or skill items in a resume. It is possible to list so many training courses that the 500 skills will be identified before items such as education, professional certifications, and licenses, etc. could be reached in the resume.

Tip #10 - Best-qualified candidates are identified based on key skills identified by the manager. It is possible to be basically qualified for a position and not possess any of the key skills required to be best qualified. Basic qualifications are reviewed only after identification of applicants matching the key skills for the specific position being filled. To maximize your chances, don't include your life history or experience that has no relevance to the positions to which you are applying. Avoid crowding your resume with unnecessary details or descriptions of skills or training, which are not directly related to the positions for which you desire consideration. The best experience sections are those that are focused, concise, use specific rather than vague terms, and include only significant skills, knowledge, and abilities from your background.

Tip #11 - When describing your Experience...

- Start with your most recent experience
- Emphasize experience that is most relevant to the type of position for which you are applying
 - » Pay attention to the description of duties in the vacancy announcement
- Include the following for each position held...
 - » Start and end dates
 - » Hours worked per week
 - » Position title
 - » If Federal position... series, title and grade
 - » Employing organization
 - » Supervisor's name and phone number and whether supervisor can be contacted
- Spell out acronyms
- Ask yourself... "Have I omitted any unique, but relevant special experience or skills I possess that might distinguish me from other candidates if my resume reaches the desk of a selecting official?" "Have I adequately described the major characteristics of my occupation or background and skills that are most common to my occupation?" (Information on representative types of duties for a particular series can be found on OPM's web page at www.opm.gov under the Classification section. Information on the qualifications required for a certain job series can be found on OPM's web page at www.opm.gov under the Qualifications section.)

Tip #12 - Go to the <https://chart.donhr.navy.mil> WEB-SITE for more information, or contact our Customer Service Line at 1-877-854-3461 or email your questions to ResumixQuestions@se.hroc.navy.mil

The most common issues that applicants to the SE have had are:

- ***Accessing their resume account because of a forgotten password.***
- ***Accessing their resume status information for announcement not currently covered by CHART.*** Currently status information is only available for open continuous announcements, such as SE0201. Announcements with an extension of -IN or -DE do not currently provide status information available in CHART.
- ***Updating Resume information, but then not submitting the new resume through a SE job announcements.*** Applicants are encouraged to keep their resumes updated with any new information such as promotions or reassignments to new positions, however, unless the resume is submitted through a job announcement, the HRSC-SE does not receive the updated resume.
- ***Submitting multiple resumes and not using the Apply Now Feature***
- ***Not reviewing the additional data sheet answers prior to submitting a new resume.***